



Montgomery County Department of Permitting Services

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<http://permittingervices.montgomerycountymd.gov>



COMMERCIAL FAST TRACK-ELIGIBILITY CRITERIA

Commercial interior alterations/renovations that do not involve:

1. An increase in gross floor area (as defined in the Montgomery County Zoning Ordinance);
2. Any site change including changes to required parking; any exterior changes;
3. A change in IBC 2000 Occupancy Classification; or
4. A pending zoning "Special Exception"
5. Multi-floor permit.

NOTE: Alterations that, because of the complexity of design and/or structural modifications, require an extensive review may be put in the regular plan review system.

PLAN SUBMITTAL REQUIREMENTS

All required information shown in 2 through 5 below to be incorporated in the architect/engineer's original tracings and each page must bear the original seal and signature of the responsible Maryland registered Architect or Professional Engineer as applicable.

1. Complete building permit application.
2. 2 sets of Architectural drawings to include CODE ANALYSIS, scaled and dimensioned floor plans, elevations, sections and details, as appropriate; room/door/window schedules, and partition schedules with fire ratings and test numbers, as appropriate. Provide key plan of floor showing renovation space and egress to the identified floor exits. Indicate new and existing work (clouds are not an acceptable method to indicate new work).

SAMPLE CODE ANALYSIS

	Existing Building	Proposed Alteration	Unacceptable
IBC 2000 Occupancy Classification	B	B	Bank
Construction Type	IIB	IIB	Wood
Number of Stories Above Grade	2	2	?
High Rise (Y/N)	N	N	N
Covered Mall (Y/N)	N	N	?
Fully Sprinklered & Monitored (Y/N)	Y	Y	?
Floor Area of Renovation	5000	1200	1200 or so

3. 2 sets of 'Electrical' drawings to include riser diagram, panel/light schedules and power/light plans. Indicate new and existing work.
4. 2 sets of 'Structural' drawings to include structural floor plans, sections and details, as appropriate; general structural specifications and loading criteria; and computations as appropriate. Indicate new and existing work.
5. 2 sets of 'Mechanical' drawings to show the location of all existing supply and return registers (if the system and ductwork are existing), indicate as such) and complete duct layout with all main and branch sizes, register sizes and cfm at each register (if ductwork is new). In addition, provide equipment schedule for new equipment.
6. Print size limit: 36" × 48" maximum.

NOTE: This sheet is not intended to represent "minimum requirements" for any plan. Any oversight or misinterpretation of this handout does not alleviate compliance with all code requirements throughout the review and inspection process.